



ENGINEERING DEPARTMENT
IMPROVEMENT PLANCHECK
APPLICATION AND CHECKLIST

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530
P: 951.674-3124, F: 951.471-1261

For Staff Use

Received By: _____

EnerGov No. _____

THIS COMPLETED FORM AND FEES MUST BE SUBMITTED WITH FIRST PLAN CHECK. The City reserves the right to reject the submittal package if any of the required plans or information are missing.

PARCEL/TRACT NO.: _____ PROJECT NAME: _____

ASSESSOR'S PARCEL NO(S): _____ Gross Acreage _____

PROJECT STREET ADDRESS OR CROSS
STREETS: _____

AMOUNT FROM ENGINEER'S COST
ESTIMATE: _____ NO. OF SHEETS IN PLAN SET: _____

SUBMITTAL TYPE:	St	Strm	St
check all that apply	Impvt	Drain	Lights

DESCRIPTION: _____

A **SEPARATE** submittal is required
for the following:

☐

Street Lights

☐

Sign /Stripe

☐

Traffic Signal

OWNER / DEVELOPER: _____

STREET ADDRESS/CITY/ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

PROJECT MANAGER: _____
If different from Owner or Engineer

STREET ADDRESS/CITY/ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

ENGINEER _____ COMPANY: _____

STREET ADDRESS/CITY/ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

CONTRACTOR: _____

24 HOUR PHONE NUMBER: _____ EMAIL: _____

LICENSE(S): _____

IMPROVEMENT PLAN CHECK CHECKLIST

NEW SUBMITTAL:

REQUIRED DOCUMENTS:

APPLICATION

IMPROVEMENT PLANS (pdf)

HYDROLOGY AND HYDRAULICS STUDY

ENGINEER'S COST ESTIMATE (separate on & off-site hardscape improvements)

FINAL MAP (if applicable)

CONDITIONS OF APPROVAL (signed by owner)

APPROVAL FROM OTHER AGENCIES (Copy of Stamped Plans if applicable)

REVISED SUBMITTAL:

REQUIRED DOCUMENTS:

APPLICATION

APPROVED PLANS (pdf)

REDLINED REVISED PLANSET (pdf)

SUPPORTING DOCUMENTS

REQUIREMENTS: SIGNING & STRIPING, STREET LIGHT and TRAFFIC SIGNAL SUBMITTALS

REQUIRED DOCUMENTS:

APPLICATION

IMPROVEMENT PLANS (pdf)

COPIES of DOCUMENTS in SUPPORT of PROPOSED TRAFFIC SIGNAL

SUBMITTING PROJECT GUIDE:

- PROJECT MUST BE SUBMITTED ONLINE USING THE CITY'S CUSTOMER SELF SERVICE PORTAL (CSSP): https://mill.lake-elsinore.org/EnerGov_Prod/SelfService#/home
- CITY STAFF WILL REVIEW SUBITTAL TO ENSURE CHECKLIST IS COMPELTE. AN INVOICE WILL THEN BE CREATED FOR PLAN CHECK. **PLEASE NOTE:** THIS INVOICE MUST BE PAID BEFORE REVIEW CAN START.
- PAYMENT CAN BE MADE ONLINE USING THE (CSS PORTAL) OR BY MAILING A CHECK TO CITY HALL.
PLEASE NOTE: THERE IS A 2.75% CONVENIENCE CHARGE FOR CREDIT CARDS + 0.54% PORTAL USE FEE FOR PAYMENTS MADE ON THE PORTAL. NO ADDITIONAL FEES FOR PAYMENTS MADE WITH A CHECK.
- REVIEW TIME IS 10 BUSSINESS DAYS FOR THE FIRST SET OF COMMENTS. 5 BUSSINESS DAYS FOR ANY SUBSEQUENT REVIEWS. **PLEASE NOTE:** CITY ORDINANCE PROVIDES FOR COST RECOVERY OF FEES; REVIEWS THAT EXCEED 4 CHECKS WILL RESULT IN ADDITIONAL FEES.
- PLAN CHECK FEES CAN BE CALCULATED USING OUR [FEE SCHEDULE](#) OR PROJECT [ESTIMATE CALCULATOR](#). IF YOU HAVE ANY QUESTIONS ON HOW YOUR INVOICE WAS CALCULATED PLEASE REACH OUT TO CITY STAFF FOR ASSISTANCE.